



## Cycle 5

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## EMPLOYEE DEVELOPMENT PROGRAM CONDITIONS

1. EDP credits must be applied for each billing cycle in order to receive credit for that period.
2. Applications must be received on or before the due date as specified on the EDP Certification Form.
3. Report only new jobs created as a result of the new development or facility expansion.
  - **Do not include:**
    - Jobs created before occupancy of the new building/expansion.
    - Jobs relocated from other areas within the City of Fresno.
    - New hires to fill an existing vacant position.
    - Independent contractors.
    - Contracted services (gardening, housekeeping, bookkeeping, etc.)
    - Non-qualifying employees.
4. If supporting documentation is being submitted in addition to, or in lieu of filling out the EDP Certification Form by hand, the EDP Certification Form must still be signed and returned with the total hours for the period stated on the form and reference made to the supporting document. Supporting documentation may be a printed spreadsheet, a payroll report, a handwritten list on a separate sheet of paper, etc.
5. Illegible entries will not be counted.
6. Report the total hours the employee worked in the two month period, not the number of hours they work per day or week.
7. Incomplete EDP Certification Forms, including forms that are not totaled, signed and dated, will not receive credit.
8. The information submitted on the EDP Certification Form is subject to verification.
9. Previous versions of the EDP Certification Form will no longer be accepted, and should be discarded.

Remit completed form to: **Wastewater Management Division, STEP**  
**5607 West Jensen Avenue**  
**Fresno, CA 93706**

Or fax to: **(559) 457-1400**  
Email: [STEP\\_FAX@fresno.gov](mailto:STEP_FAX@fresno.gov)

**FAILURE TO MEET ANY OF THESE CONDITIONS WILL RESULT IN THE INABILITY TO RECEIVE  
EDP CREDIT FOR THE REPORTED PERIOD**

IF YOU HAVE ANY QUESTIONS REGARDING THE EDP CERTIFICATION FORM, PLEASE CALL (559) 621-5155.